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December 17, 2003

Chris Jones
Campaign Finance Analyst
Reports Analyst Division
Federal Election Commission
Washington, DC 20463

RE: July Quarterly Report (4/1/03-6/30/03)
Committee ID #C00207993

Dear Chris,

I have examined our report for the quarter indicated and find nothing amiss to correct; therefore, my response is one of addressing a simple review of our policies in regard to acquiring employers and occupations for our donors who have given in excess of the $200 during a campaign cycle. If, however, you have a specific omission in mind which we have overlooked, please advise us.

Our first procedure in obtaining employer/occupation information is to include a clear and conspicuous request for contributor information on each solicitation. See the enclosed sample A, a copy of our latest direct mail piece.

Our second procedure is to request the information in writing from each donor at the time a receipt is booked if the information is not included with their contribution, or we don't already have that information from the current campaign cycle. This is done often within 48 hours, rarely later than 7 days, and always within 30 days of receipt of contributions. See the enclosed sample B, a copy of our standard form letter requesting employer and occupation information.

At the time the letter is prepared for mailing, we place the note "Best efforts made" in the blank employer and/or occupation field of the report. We also include an internal memo in our database for our own reference which states the date the letter was prepared. If the employer and/or occupation field contains information from a prior campaign cycle, we use that information unless more current information is obtained. A copy of the letter to the contributor is kept in our files for each campaign cycle.

FRIENDS OF JIM INHOFE COMMITTEE
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